



Robert F. McDonnell
Governor

James S. Cheng
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

William C. Shelton
Director

MEMORANDUM

VIRGINIA MANUFACTURED HOUSING BOARD APPLICATION FOR LICENSURE BROKER

1. Type of application ☐ Initial ☐ Renewal
2. Full name of business: _____
3. Phone number at business location () _____
4. Mailing address (include street and/or P.O. Box) _____
5. Full physical address of business location: _____
Doing business in the () City; () County; or () Town of: _____
6. Name and title of individual designated 'In Charge': _____
7. Name of individual applying: _____
8. Email Address of individual applying: _____
9. Federal identification number (F.I.N.): _____
10. State in which incorporated: _____
11. Business hours as posted at business office: _____
12. List below all owners, officers and/or partners, their percentage of ownership, titles, telephone numbers and mailing addresses.
13. List any previous license numbers issued by the Board that you have conducted business under during the last five years. (Include any licenses issued by the Department of Motor Vehicles.)

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14. List the name and license numbers for any other business locations owned and/or operated by your company that are currently licensed by the Virginia Manufactured Housing Board.
15. List full names of all employed salespersons along with a full physical description including date of birth, sex, height, weight, hair color and eye color. You may attach a separate sheet, if necessary.
16. Read each question below and check the appropriate response. If you answer “yes” to any of the following questions, please attach a separate sheet explaining the circumstance(s) from start to finish. Include names, dates and court jurisdictions, copy of probation papers/release.
- A. Have you ever been refused a license to sell manufactured homes or had a license suspended or revoked?
- Yes ____ No ____
- B. Have you ever been convicted of a felony?
- Yes ____ No ____
- C. Have you ever been convicted of any fraudulent or criminal act in connection with the business of selling manufactured homes?
- Yes ____ No ____
- D. Have your ever been convicted of larceny OR receipt or sale of stolen property?
- Yes ____ No ____
- E. Have you ever been affiliated with, held an interest in; or operated a company/dealership that went bankrupt?
- Yes ____ No ____

Statement of Compliance

I certify that I am familiar with the Manufactured Housing Licensing and Transaction Recovery Fund Regulations and other laws which govern the manufactured housing industry, and that I am in compliance with all such laws and regulations, and that the answers contained in the foregoing application are true and correct and that I have the authority to sign this application and answer the questions contained therein.

Name of Business: _____

Signature of Applicant: _____

Print Name: _____

Date of Signature: _____

NOTE

Return the completed application along with a check or money order made payable to:
Treasurer of Virginia
Department of Housing and Community Development
Division of Building & Fire Regulation
P.O. Box 652
Richmond, Virginia 23218-0652

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